



# **CAREER OPPORTUNITY SIXTH CIRCUIT U.S. COURT OF APPEALS**

**POSITION:**

**CLASSIFICATION & SALARY RANGE:**

**CLOSING DATE:**

**Records Manager**

**CL-24, \$32,374 - \$52,605**

**February 3, 2006**

## **POSITION OVERVIEW**

The U.S. Court of Appeals for the Sixth Circuit, Office of the Clerk is accepting applications to fill one or more records manager positions . Responsibilities generally entail maintaining the Court's case records and files. A position description is available for viewing in the Clerk's Office and on the Court's website (see below) describing in more detail the specific responsibilities of the position.

## **QUALIFICATIONS**

The successful applicant for the position will possess strong organizational and interpersonal skills, present a professional image and demeanor, exercise appropriate discretion in dealing with confidential information, and be capable of handling the physical requirements of the position which include lifting 30 to 40 pound boxes, and heavier, as well as more-than-occasional prolonged bending, stooping and standing. Significant experience with and skills in using computer based applications, including word processing, are required. Significant experience in WordPerfect is preferred. All applicants must have earned at least a high school diploma, or its equivalent.

A minimum of one year specialized experience at the CL-23 (JSP 7) level is required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, or laws. Experience gained in a legal or court setting is preferred. Preference will be given for experience gained in a legal or court setting and for a baccalaureate degree earned from an accredited college or university.

Any person who is not currently employed by the United States Courts who is selected for this position will be conditionally appointed subject to successful completion of a background check. A position description is attached to this notice for reference. Persons interested in being considered for appointment may apply by submitting a cover letter and an application ( AO 78, which is available on the Court's website at [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov), if not currently employed by the Court) by no later than February 3, 2006 to:

**U.S. Court of Appeals  
Office of the Clerk  
524 Potter Stewart U.S. Courthouse  
100 East Fifth Street  
Cincinnati, Ohio 45202**

**Attn. Employment Application - Case Manager**

**THE SIXTH CIRCUIT UNITED STATES COURT OF APPEALS  
IS AN EQUAL OPPORTUNITY EMPLOYER**

# **RECORDS MANAGEMENT DEPUTY**

## **Introduction**

This position is located in the Court of Appeals Clerk's Office. The incumbent is responsible for managing the inventory of case records of the court..

## **Representative Duties**

Receives documents pertaining to a variety of case types, such as civil, criminal, bankruptcy, tax, and administrative.

Routes documents to proper offices/persons after acceptance.

Sorts, classifies and files case records.

Files lower court records received and accounts for dispositions of records while in the custody of the court of appeals, entering initial and final dispositions on the case docket.

Maintains integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.

Identifies documents that require handling and refers them to appropriate personnel with minimum delay.

Retrieves active case files and makes copies of records for court personnel, attorneys, and others.

Assembles and ships briefs for chambers in cases scheduled for argument. Retrieves closed case records in response to requests.

Enters appropriate information into automated records systems.

Operates a variety of copying, records, and computer equipment.

Determines and collects appropriate fees, and accounts for all funds collected.

Assists with processing incoming and outgoing mail and delivery service shipments.

Responds to inquiries for information by telephone, E-mail, or in person from chambers, other court staff, members of the bar and the public.

Provides courtroom support as primary, backup or setup courtroom deputy.